



Safety Rules
Policy No. 010
Approved: 08/01/00, Revised 2/2/07

City Manager: _____

THE CITY OF POMONA

SAFETY POLICIES AND PROCEDURES

ERGONOMICS POLICY

I. PURPOSE

The purpose of this Policy is to establish the minimum requirements for an ergonomic program that provides a work environment where operations are designed to fit the through total employee involvement and recognizes that reducing ergonomic risk is a key factor in maintaining an environment of personal safety and well being.

II. APPLICABILITY

This Policy applies to all City employees.

III. POLICY

It is the policy of the City of Pomona to comply with all aspects of the Cal/OSHA requirements for ergonomics specified in the Ergonomics Standard, *Title 8, Subchapter 7, Group 15, Article 106, Section 5110*.

IV. DEFINITION OF TERMS

“Carpal Tunnel Syndrome” – swelling and entrapment of the median nerve in the wrist.

“Ergonomics” – the science relating to people and their work, and concerned with optimally and safely fitting the human to the work by using anatomic, physiological, and mechanical principles.

“Hand-Arm Vibration Syndrome” – damage to blood vessels and nerves in the hands and arms caused by vibration of tools or machinery.

“Repetitive Motion Injury (RMI)” – a condition caused by a repeated motion, pressure, or vibration when the same task is performed over and over each day.

“Tendinitis” – inflammation of tendons or tendon-muscle attachments causing swelling and pain.

“VDT” – visual or video display terminal.

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V. RESPONSIBILITIES

A. Department Directors shall:

1. Ensure that this Ergonomics Policy is implemented within their department. The department director has the authority to delegate any or all portions of the Ergonomics policy to subordinates, but the department director will be held responsible for compliance.
2. Annually budget for ergonomic expenses (e.g. glare guards, keyboard trays, anti-vibration gloves, adjustable workstations, lighting, etc.).

B. Supervisors shall:

1. Communicate the Ergonomics Policy to all employees and ensure the proper design and use of tools and equipment.
2. Request worksite evaluations for problematic jobs and tasks.

C. Employees shall:

1. Report ergonomic problems to their supervisor or the Safety Officer.

D. Safety Officer shall:

1. Update and maintain the Ergonomics Policy.
2. Provide assistance in training employees on ergonomics.
3. Provide guidance, advice, and assistance to management to achieve compliance with this Policy.
4. Provide worksite evaluations to evaluate potential ergonomic problems.

VI. PROCEDURE

A. Goals

The goals of the ergonomics program contained in this Policy are to:

1. Prevent injuries and illnesses by eliminating or reducing worker exposure to repetitive motion risk factors;
2. Reduce the potential for fatigue, error, and unsafe acts by adapting the job and workplace to the worker's capabilities and limitations;
3. Increase the overall productivity of the work force; and
4. Reduce Workers' Compensation claims and associated costs.

B. Program

A collaborative partnership among all levels of the City's working community is essential in achieving the goals of the ergonomics program. Commitment by City management and demonstrated visible involvement are imperative to provide the organizational resources and motivation needed to implement a sound ergonomics program. All levels of City personnel are responsible for injury prevention and the identification and resolution of

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repetitive motion injuries. The City will identify and resolve ergonomic issues in the planning process of a new task or job. Management commitment and employee involvement in the planning process is essential. Responsibilities for ergonomics will be included in the City's Safety Review Board goals and objectives. All Safety Review Board members will be trained to observe ergonomic problems in the workplace.

Injuries caused by repetitive motion activities will initiate a workstation analysis conducted by the Safety Officer and recommended workstation changes will be submitted to the employee's supervisor. Risk Management may use a Certified Professional Ergonomist, at its discretion, to perform workstation evaluations.

The City's Safety Committee members will assist in the identification of ergonomic hazards when they conduct their safety surveys. Employees may request a workstation evaluation, with the approval of their supervisor. The workstation evaluation request must be made in writing to the City's Safety Officer.

C. Hazard Prevention and Control

Ergonomic engineering controls function to redesign the equipment or worksite to fit the limitations and capabilities of workers. Equipment or worksite redesign typically offers a permanent solution. For example, provision of a video display terminal workstation that can be adjusted to a wide range of body dimensions. Substituting a new work process or tool for a work process with identified repetitive motion risk factors can effectively eliminate the hazard. For example, replacement of hand tools that require awkward wrist positions (extreme wrist flexion, extension, or deviation) with tools which will allow a neutral wrist posture. Effective schedules for facility, equipment, and tool maintenance, adjustments, and modifications will reduce repetitive motion hazards. This includes ensuring proper working conditions, having sufficient replacement tools to facilitate maintenance, and ensuring effective housekeeping programs. Tool and equipment maintenance may also include vibration monitoring.

Administrative controls should be used to limit duration, frequency, and the severity of exposure to repetitive motion hazards. Examples of administrative controls include, but are not limited to:

1. Decreasing production rate requirements and limiting overtime work to reduce the number of repetitions;
2. Providing rest breaks to relieve fatigued muscle-tendon groups;
3. Increasing the number of employees assigned to the task (for example, lifting in teams rather than individually); and
4. Instituting job rotation as a preventive measure, with the goal of alleviating physical fatigue and stress to a particular set of muscles and tendons.

Personal protective equipment (PPE) is not necessarily recommended for controlling exposure to repetitive motion hazards. Appliances such as wrist rests, back belts, etc., are not considered PPE. Before such devices are purchased, their effectiveness should be

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discussed with the City's Safety Officer. Antivibration gloves are an example of PPE that aid in the prevention of repetitive motion injuries.

D. Training

Employees shall be provided training that includes the following:

1. An explanation of the City's program;
2. The exposures which have been associated with RMIs;
3. The symptoms and consequences of injuries caused by repetitive motion and vibration;
4. The importance of reporting symptoms and injuries to the employer; and
5. Methods used by the employer to minimize RMIs.

Training is mandatory for all employees and supervisors that work in jobs where there is a risk of developing RMIs. Training will be conducted at least once every two (2) years. All training will be documented and maintained by the Safety Officer for a period of three (3) years.

E. Program Evaluation

The Safety Officer ensures evaluation of the ergonomics effort regarding program effectiveness and participation. Methods for measuring both of these elements are listed below.

1. Program Participation
 - a. Number of requests for ergonomic assistance by management occurring annually; and,
 - b. Number of personnel suggestions submitted that are related to ergonomics annually;
2. Program Effectiveness
 - a. Number of general or systematic identifications of potential repetitive motion injuries;
 - b. Number of detailed analyses conducted;
 - c. Changes in the incidence and severity rates of ergonomically-related illness or injury by department; and,
 - d. Changes in the number of new job assignments due to ergonomically-related illness or injury.

F. Equipment Specifications

All safety equipment will be approved by the Safety Officer prior to being purchased, including furniture and ergonomic accessories. The following is a list of guidelines for specific office equipment.

1. Chairs -
New chair purchases will have the following features:

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- a. Adjustable and removable armrests;
- b. Adjustable backrest with lumbar support;
- c. Adjustable and deep seat pan; and
- d. Five-legged support for chair.

2. Telephones -

Employees who use telephones for long periods of time will be provided with either a headset or a shoulder cradle. This will help to alleviate neck and shoulder strain.

3. Video Display Terminal -

It is important to establish viewing conditions that minimize stress to the eyes. The following is a number of steps that can be taken to assure good monitor viewing conditions.

A number of steps can be taken with the display turned off:

- Minimize reflections, if they persist the monitor should be relocated or a glare screen provided to lessen the amount of glare. Computer glasses should only be used as a last resort.
- Control ambient light. The general light level in your area can be reduced by closing window blinds or by installing lighting filters.
- Establish a comfortable viewing distance. The monitor should be at least an arm's length away from the user when seated.

A number of steps may be taken with the monitor turned on:

- Adjust contrast and brightness as low as reasonably comfortable.
- Install a glare guard to prevent unnecessary glare on the computer monitor.
- Remove bright colors such as red, green and orange.

4. Keyboards -

Employees will be given the option of using a standard keyboard or an ergonomic keyboard. Keyboards should be placed flat or in a negative tilt position.

VII. ACTION

This Policy is effective 2/2/07.